

What's Changed on 01/13/2020

Change: Able-Bodied Adult without Dependent (ABAWD) Exemptions

Reminder: CAPER Series – Untimely Denial Action

General Information: Forms Update

This page relays to staff and the public of changes to the Cash and Nutrition Assistance Policy (CNAP) Manual regarding policy, procedures, and forms. Reminders and general information may also be displayed on this page. Prior What's Changed pages are listed in [FAA6.R01](#) of the CNAP Manual.

The above list summarizes the information on this page. Within the CNAP Manual, each item listed above links to screens below.

Change: Able-Bodied Adult without Dependent (ABAWD) Exemptions

EFFECTIVE DATE: For all determinations completed on or after 01/13/2020

This change to ABAWD policy is due to recent findings from a Food and Nutrition Service (FNS) review.

It was discovered after a recent FNS Management Evaluation (ME) review that FAA was incorrectly exempting individuals from the ABAWD Time Limit requirements. Upon further research it was determined that the incorrect exemptions were due to the addition of exemptions, that while valid for ABAWD, were not ABAWD exemptions solely by themselves. To add clarity to the ABAWD policy and procedures several changes were made:

- ABAWD Work Requirements includes Migrant or Seasonal Farm Worker and mandatory referrals in compliance with the Jobs or Tribal NEW Program.
- Aligned the ABAWD exemptions to match the Code of Federal Regulations (CFR) to include the following ABAWD exemptions:
 - Age
 - Residing with a Minor Child
 - Mentally or Physically Unfit for Work
 - Pregnant
 - NA E&T Registration Exemptions
- The geographic ABAWD exemption must only be used when the participant does not qualify for any other exemption.

NOTE This is because the ABAWD geographic exemption changes when revised Federal regulations are finalized in 2020.

- Revised Mentally or Physically Unfit for Work to include receipt of disabled payments, homeless, and victim of domestic violence.

- Added ABAWD keying instructions on WERE to the following NA E&T Registration Exemptions:
 - Care for an Incapacitated Person
 - Participation in a Drug and Alcohol Program
 - Student
 - Unemployment Insurance Applicant

Policy reference(s) revised due to this change:

FAA2.M10 – [NA Able Bodies Adult Without Dependents - Overview](#)

[Prior Policy](#)

The ABAWD exemptions list was removed. Added three month time limit does not apply to individual who meet an ABAWD exemption. (Effective for all determinations completed on or after 01/13/2020)

FAA2.M10A – [ABAWD – Work Requirement](#)

[Prior Policy](#)

Added WN ABAWD work requirement, for when an applicant applies for both NA and CA, the applicant is meeting the work requirement when they are referred and comply with the Jobs or NEW programs. Added conditions for the migrant or seasonal farm worker to met the ABAWD work requirement. (Effective for all determinations completed on or after 01/13/2020)

FAA2.M10B – [ABAWD – Exemptions](#)

[Prior Policy](#)

Removed ABAWD exemptions that are the same as NA E&T Registration exemptions or met the ABAWD work requirement. Added a link to NA E&T Registration exemptions. Added a link to ABAWD Work Requirements. Added exception for the geographical exemption, to use another ABAWD exemption when the participant qualifies for more than one exemption. (Effective for all determinations completed on or after 01/13/2020)

FAA2.M10B.03 – [Mentally or Physically Unfit for Work Exemption](#)

[Prior Policy](#)

Revised for clarity and removed redundancies. Added information about homelessness and victims of domestic violence as unfit for work exemptions. Added a link to NA homeless for a definition of homeless. Add instructions for when unfit for work is obvious and the required documentation. Added instructions for verification requirements for when unfit for work is not obvious. Added instructions to use the Cherwell Information Technology Request Portal when CODF needs to be updated. (Effective for all determinations completed on or after 01/13/2020)

FAA2.M10B.04 – [Geographic Exemption](#)

[Prior Policy](#)

Added to use the Geographical Exemption as last resort. (Effective for all determinations completed on or after 01/13/2020)

FAA2.M10B.05 – Caretaker for an Incapacitated Person Exemption

[Prior Policy](#)

Removed entire subject because this item was removed from ABAWD exemptions and included in NA E&T Registration Exemptions to align policy with the FNS regulations. (Effective for all determinations completed on or after 01/13/2020)

FAA2.M10B.06 – Participation in a Drug & Alcohol Program Exemption

[Prior Policy](#)

Removed entire subject because this item was removed from ABAWD exemptions and included in NA E&T Registration Exemptions to align policy with the FNS regulations. (Effective for all determinations completed on or after 01/13/2020)

regulations. (Effective for all determinations completed on or after 01/13/2020)

FAA2.M10B.08 – Student Exemption [Prior Policy](#)

Removed entire subject because this item was removed from ABAWD exemptions and included in NA E&T Registration Exemptions to align policy with the FNS regulations. (Effective for all determinations completed on or after 01/13/2020)

FAA2.M10B.09 - Unemployment Insurance Applicant Exemption [Prior Policy](#)

Removed entire subject because this item was removed from ABAWD exemptions and included in NA E&T Registration Exemptions to align policy with the FNS regulations. (Effective for all determinations completed on or after 01/13/2020)

FAA2.M10B.10 – Participant in Other Work Program Exemption [Prior Policy](#)

Removed entire subject Participant in Other Work Program Exemption because Jobs and Tribal NEW were removed from ABAWD exemptions and included in NA ABAWD work requirements to align policy with the FNS regulations. (Effective for all determinations completed on or after 01/13/2020)

FAA2.M10B.11 – NA Transitional Benefit Assistance (TBA) Exemption [Prior Policy](#)

Removed entire subject because TBA is not supported by regulations. (Effective for all determinations completed on or after 01/13/2020)

FAA2.M10B.12 – Homelessness Exemption [Prior Policy](#)

Removed entire subject because Homelessness is part of the unfit for work exemption to align with FNS regulations. (Effective for all determinations completed on or after 01/13/2020)

FAA2.M10B.13 – Migrant or Seasonal Farm Worker Exemption [Prior Policy](#)

Removed entire subject Migrant or Seasonal Farm Worker from ABAWD exemptions and included in ABAWD work requirements to align policy with the regulations based on FNS findings. (Effective for all determinations completed on or after 01/13/2020)

FAA2.M10B.14 – Receipt of SSI Exemption [Prior Policy](#)

Removed entire subject because Receipt of SSI is part of the unfit for work exemption to align with FNS regulations. (Effective for all determinations completed on or after 01/13/2020)

FAA2.M10B.15 – Victim of Domestic Violence [Prior Policy](#)

Removed entire subject from the ABAWD exemptions and added to the revision of unfit for work exemption according to 7 CFR 273.24(c). (Effective for all determinations completed on or after 01/13/2020)

FAA5.A08D.01 – [NA E&T Registration Exemption-Age](#) [Prior Policy](#)

Revised keying instructions for consistency. Added warning box to the appropriate ABAWD exemption. (Effective for all determinations completed on or after 01/13/2020)

FAA5.A08D.02 – [NA E&T Registration Exemption-Care of Dependent](#) [Prior Policy](#)

Added a warning for the appropriate ABAWD exemption see residing with a minor child with a link to the ABAWD exemption. Revised keying instructions for consistency. (Effective for all determinations completed on or after 01/13/2020)

consistency. (Effective for all determinations completed on or after 01/13/2020)

FAA5.A08D.03 – [NA E&T Registration Exemption- Disability Criteria](#) [Prior Policy](#)

Revised keying instructions for consistency. Added link to Mentally or Physically Unfit for Work. (Effective for all determinations completed on or after 01/13/2020)

FAA5.A08D.04 – [NA E&T Registration Exemption- Addiction](#) [Prior Policy](#)

Included the ABAWD exemption participation in a drug & alcohol program and instructions on keying WERE and WORW. (Effective for all determinations completed on or after 01/13/2020)

FAA5.A08D.05 – [NA E&T Registration Exemption- Employed](#) [Prior Policy](#)

Revised keying instructions on WORW for consistency. (Effective for all determinations completed on or after 01/13/2020)

FAA5.A08D.06 – [NA E&T Registration Exemption- Caretaker](#) [Prior Policy](#)

Changed lead-in sentence to include ABAWD. Added instructions on keying WERE for ABAWD exemption. (Effective for all determinations completed on or after 01/13/2020)

FAA5.A08D.07 – [NA E&T Registration Exemption- Refugee](#) [Prior Policy](#)

Changed lead-in sentence to include ABAWD. Added instructions on keying WERE for ABAWD exemption. (Effective for all determinations completed on or after 01/13/2020)

FAA5.A08D.08 – [NA E&T Registration Exemption- Tribal](#) [Prior Policy](#)

Revised instructions for keying WORW for consistency. (Effective for all determinations completed on or after 01/13/2020)

FAA5.A08D.09 – [NA E&T Registration Exemption- Student](#) [Prior Policy](#)

Included ABAWD as an exemption. Added verification requirements for students. Added instructions on keying WERE for ABAWD exemption. (Effective for all determinations completed on or after 01/13/2020)

FAA5.A08D.10 – [NA E&T Registration Exemption- Unemployment](#) [Prior Policy](#)

Included as an ABAWD exemption. Added instructions on keying both WERE and WORW. (Effective for all determinations completed on or after 01/13/2020)

FAA5.A08F – [NA E&T Participation Exemptions](#) [Prior Policy](#)

Added NA E&T Geographic Area Exemption link to the list of links for NA E&T Participation Exemptions. (Effective for all determinations completed on or after 01/13/2020)

FAA5.A08F.02 – [NA E&T Participation Exemption- Geographic Area](#) [Prior Policy](#)

Added the counties which are geographical location exempt for NA E&T. Revised instructions for keying WORW. Added a warning box and link to the ABAWD geographical exemption. (Effective for all determinations completed on or after

Reminder: CAPER Series – Untimely Denial Action

This notification is the third in the CAPER series. It is being issued to inform and educate the field staff of the error rate percentage, the high error elements, and how to avoid having an invalid Case and Procedural Error Rate (CAPER).

Staff must ensure applications are processed in the required time frames for the NA program. Quality Control (QC) has cited 38 invalid CAPER actions for application related issues so far for Federal Fiscal Year (FFY) 2019. Currently, application processing errors are the second highest error element cited. QC has cited 12 invalid actions for the untimely actions. When an application has not been processed within the required time frames, the FAA offices are not following DES True North which states: All Arizonans who qualify receive timely DES services and achieve their potential.

An initial Nutritional Assistance (NA) application was filed on 10/17/2018.

Submitter Information

Application ID	██████████	Application Entered By	N/A
Email	N/A		
Phone Number	N/A	Organization Name	DES

Household Information

Application ID	██████████	Creation Date	10-17-2018
MA Application Date	10-17-2018	NA Application Date	10-17-2018
CA Application Date	N/A	AZSNAP Application Date	

The participant was interviewed on the same day as the application, 10/17/2018, and information was requested. The Information Needed – NA (F011) notice was mailed on 10/18/2018, which showed the following:

INFORMATION NEEDED - NA

THIS IS WHAT YOU NEED TO DO

DEADLINE FOR GIVING US YOUR INFORMATION

Send your information no later than 10/29/2018 to complete your application.



Documentation shows the dates that a worker was in the case after the interview was completed on 10/17/2018.

Application ID	App Received Date	Person	Date Time	Entered By	Screen Name
██████████	10/17/2018	██████████	11/19/2018 12:26:57 PM	Deleted (Eligibility Worker DES)	Case Summary

worker, DES)

working reports. PI failed to provided verification from new employment. F011 was due 10/29/18. Denial notice issued.

[REDACTED] 10/17/2018 [REDACTED] 10/22/2018 2:58:21 PM [REDACTED]
 (Eligibility Worker, DES) Case Summary

Case from NPF list. MA completed. Decision letter sent.

On 11/19/2018, the application was denied for failure to provide (VI) and the Denial/Closure (F200) notice was mailed on 11/20/2019.

NOHS NOTICE HISTORY SUMMARY

CASE NAME: [REDACTED] CASE NUMBER: [REDACTED]

VIEW	DEL	PGM	BEN MONTH	MAIL DATE	NOTICE NUMBER	NOTICE TITLE
			FS 1018	112018	F200	NA DENIAL/CLOSURE
			FS 1018	101818	F011	INFORMATION NEEDED - NA

The AZTECS Monthly Production Schedule (AMPS) shows the following information based on an NA initial application dated 10/17/2019:

October 2018

TIMELINESS CALENDAR

APPL DATE	NA 7 DAY EXPEDITE	NA/TC APPROVAL	NA DENIAL
10/17	10/23	11/15	11/16

The case was correctly denied for failure to provide the requested verification. QC cited the case as invalid because the negative action was completed untimely.

Staff must use all available tools to ensure applications are processed in the required time frames. For more information see [FAA1.B01](#) in the Cash and Nutrition Assistance (CNAP) Manual (Index: Time frames)

General Information: Forms Update

Changes to Forms – 01/04/2020 through 01/10/2020

As a reminder, it is important not to save documents on your desktop or a folder. It is better to use the form you need directly from the [Document Center](#). Forms are frequently updated and sometimes the current form must be used for programming purposes.

Revised forms:

- FAA-0177A Claim of Good Cause
- FAA-1111A Participant Statement Verification Worksheet
- FAA-1241A QC 100 Root Cause Analysis
- FAA-1442A Tribal – Authority to Release Benefits
- FAA-1654A Pre-Hearing Conference Information
- FAA-1655A Appeal of Appeal Decision
- FAA-1655B Appeal of Appeal Decision
- FAA-1657A Appeal Information Needed
-

Newly created forms:

- No forms were created during the specified period

Revised Marketing Materials (Posters, Pamphlets, Flyers):

- FAA-1513A Time Saving Tips
- AZ Minimum Wage 2020 Eng
Arizona State Minimum Wage 2020 English (Lobby)
- AZ Minimum Wage 2020 Spa
El salario minimo en Arizona 2020 (Lobby)